

JOB DESCRIPTION

Job Title: Behavior Tutor – Bright Future (9921)

Job Summary:

The job of Bright Future Behavior Tutor was established for the purpose of providing behavior intervention services to students, ages 3 to 5, with a diagnosis of autism spectrum disorder (ASD) in a center-based setting. The Behavior Tutor works under the direct supervision of a Bright Future Behavior Consultant and is primarily responsible for the direct implementation of strategies, techniques, and interventions consistent with applied behavior analytic (ABA) principles. Behavior Tutors must be able to drive to various Bright Future center locations within Tulare County.

Essential Duties:

- Participates in the implementation of behavior programs for children who receive behavior intervention services in a center-based setting;
- Consults with a Behavior Consultant/supervisor on activities and documentation related to insurance and Medi-Cal funded behavior intervention services;
- Collects data on behavior intervention services that are highly individualized based on the needs of the student;
- Participates/functions as a positive team member to enhance/share knowledge and skills for delivering best practices;
- Collects data and maintains educational records for the purpose of on-going behavior services planning and review;
- Interacts with other center-based staff and parents in exercising their duties;
- Provides basic first aid and other non-medical assistance (e.g., changing diapers and clothing) to provide appropriate care for ill, and/or injured students and maintaining students' personal hygiene;
- Adheres to safe, clean practices for the purpose of maintaining sanitary environment for students, and other members of the behavior services team.

Responsibilities include: working under supervision following standardized practices and/or methods; providing behavioral services and/or information to others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Skills to:

- read notes, memos, and reports of a moderately complex nature;
- effectively interact with students, supervisors, family members, and district personnel as needed;
- determine steps in a process and structure time effectively;
- assist with the maintenance of educational records and the retrieval of pertinent information;
- recognize and follow procedures when disruptive or dangerous behaviors occur;

Knowledge of:

- developmental disabilities, autism spectrum disorder, and/or behavior support is desirable;
- proper English grammar, punctuation, and sentence structure;
- first-aid skills;
- non-violent verbal and physical intervention techniques is desirable;
- applied behavioral analysis is desirable.

Ability to:

- learn applied behavior analytic techniques, positive behavior intervention strategies, non-violent crisis intervention strategies;
- rapidly learn from training methods, techniques, and materials to be used in instruction and in the implementation of behavior intervention services;
- effectively communicate with Behavior Consultants, family members, and district personnel as needed;
- understand and carry out oral and written instructions;
- maintain confidentiality of student records and communications;
- adhere to schedules and deadlines;
- read, interpret, and apply rules, regulations, and policies;
- speak Spanish is desirable;
- travel to various locations within Tulare County using personal vehicle.

Experience Required:

- Prior experience working with children and adolescents with at least one year of experience in a home or center-based program with students with autism spectrum disorder is preferred.

Education Required:

- High School diploma or equivalent is required;
- AA degree with emphasis in education, psychology or a related field is desired.

Certificates, Licenses, Clearances, Testing Required:

- Valid California driver's license and proof of automobile liability insurance;
- Department of Justice and FBI Fingerprint Response upon hire.

FLSA Status: Non-Exempt

May 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.